

**St. George Orthodox Christian Church**  
**Standard Procedure for Lenten Potluck Buffet**

Last Updated February 7, 2018



**1. Purpose:**

Each Wednesday during Great Lent, after the Pre-Sanctified Liturgy, there is a self-serve covered dish buffet in the fellowship hall. This occurs on six Wednesdays & various organizations of the church volunteer to sponsor the dinners. These procedures standardize the buffet requirements & act as a checklist for those who are new to sponsorship.

**2. Requirements:**

- a. Expect approximately 75 people.
- b. **Host needs to provide 3 packages of pita bread.**
- c. Need large (9" diameter) & small paper plates, napkins, plastic utensils, and cups for coffee, iced tea, water & punch.
- d. Alvaro routinely sets out many of the requirements above, but the host should coordinate for his help.

**3. Set Up:**

- a. Generally, 4-6 people are required to set up and clean up.
- b. Arrive not later than 6:00 PM to set up prior to Liturgy (at 6:30).
- c. Set up buffet table in front of kitchen (3 tables) and 2 tables on the east wall for drinks and desert. Buffet table needs to allow for people to serve themselves from both sides.
- d. Cover buffet table with large, white hot plate table protectors.
- e. Stack trays, napkins, large plates, and plastic utensils on the end of the table.
- f. Have 12 – 24 different sized serving spoons available for food dishes. Small spoons help prevent wasted food.
- g. Put salt and pepper shakers on the end of the dessert table.
- h. Prepare drinks for 75 people. One **small urn** of decaf coffee. One large container of iced tea and another of lemonade or punch. Several pitchers of water.
- i. Set out sugar, sweetener, stirrers, and cream substitute on drink table.
- j. **Ensure trashcan is near drink table.**
- k. Fill large tub with ice and store in walk-in cooler.
- l. Cut bread in eights and store in bags until after Liturgy.
- m. Cut deserts and place on small plates. Place on desert table and cover with plastic.

**4. Procedure:**

- a. Plug in coffee prior to Liturgy
- b. Turn on low heat (250 degrees) in convection ovens to store warm food during Liturgy.
- c. Designate several people to leave Liturgy immediately after communion to set out food and drinks.
- d. After Liturgy, fill cups with ice, tea and lemonade and place ice tub on drink table with scoop.
- e. Do not pour coffee.
- f. Check cooler for all cold items. Put out hot items last. Put 1 or 2 serving spoons in each item. Covers should be left on the kitchen window counter.
- g. **Ask people to wait until food has been blessed.**
- h. **Announcements: Take what you want; eat all you take. (Fr. John Namie) Please eat at tables closest to the kitchen. Please help clean up your place and return your tray as soon as you finish eating.**
- i. One person should continuously pour drinks. At least one person should monitor to buffet line.
- j. **Hall and kitchen clean up is a critical role of the sponsoring group.**
- k. Wash trays and serving utensils in dishwasher.

- l. Circulate with rolling trashcan to encourage people to clean their tables.
- m. Host group is not responsible for rinsing or cleaning food containers. When these are empty, place on kitchen window counter for pick up.
- n. Wipe off all tables.
- o. Tie all garbage bags and place outside kitchen door.
- p. Store unused tea or lemonade in the cooler.
- q. Clean coffee pot.
- r. Please check to be sure everything is clean and in its place.
- s. Ensure all lights are turned off and all doors locked.

5. **Hosts:** If each group volunteers for one, none will have to repeat.

Week 1: Parish Council

Week 2: Ladies Altar Society

Week 3: Teen SOYO

Week 4: St. Nicholas Men's Society & The Order of St. Ignatius

Week 5: Young Adults

Week 6: Liturgical Choir, Arabic Choir, Chanters

6. **Thank you in advance for your assistance with this wonderful St. George tradition of fellowship and service.**